



## KENTUCKY BOARD OF VETERINARY EXAMINERS

### Frequently Asked Questions

#### Index

1. [Fee Schedule](#)
2. [Veterinary Questions](#)
  - A. [What documentation do you require for licensure as a Veterinarian?](#)
  - B. [How many CEUs am I required to have prior to renewing my license?](#)
  - C. [I am currently seeking licensure in another state, and they require a letter of verification from your office. What do I need to do?](#)
  - D. [I am a NAVLE candidate, and am interested in seeking licensure in Kentucky. What do I need to submit to your office prior to taking my test?](#)
  - E. [I have previously taken the NAVLE, and was unable to obtain a passing score. Does Kentucky offer a temporary license for candidates who are scheduled to re-take the exam?](#)
  - F. [I feel that I have been mis-treated by a veterinarian, and would like to file a complaint. What do I need to do?](#)
  - G. [I am interested in taking a class to be used as continuing education for my renewal. How do I seek approval of this class as approved continuing education?](#)
3. [Veterinary Technician Questions](#)
  - A. [What documentation do you require for licensure as a Veterinary Technician?](#)
  - B. [I am interested in taking the VTNE through the Kentucky Board. What do I need to do to register for the exam?](#)
  - C. [How many CEUs are you required to have per renewal period?](#)
  - D. [I am currently seeking licensure in another state, and they require a letter of verification from your office. What do I need to do?](#)
4. [Animal Control Agencies](#)
  - A. [How do I determine whether or not I need a license?](#)
  - B. [What is required for licensure?](#)
5. [Euthanasia Specialists](#)
  - A. [What is required for licensure as a Euthanasia Specialist?](#)

## **Fees**

<b>Licensing</b>	
Veterinarian (non-refundable)	\$100.00
State Examination	\$100.00
Special Permit (NAVLE Candidates Only)	\$50.00
 Veterinary Technicians	 \$25.00
VTNE	\$100.00
Animal Control Agency	\$50.00
Animal Euthanasia Specialist	\$50.00
 <b>License Renewals</b>	
Veterinarian	\$100.00 (Bi-Annually)
Late Fee	\$200.00
Reinstatement Fee	\$300.00
 Veterinary Technician	 \$30.00
Late Fee	\$40.00
Reinstatement Fee	\$50.00
 Animal Euthanasia Specialist	 \$50.00
Late Fee	\$60.00
Reinstatement Fee	\$75.00
 Animal Control Agency	 \$50.00
Late Fee	\$60.00
Reinstatement Fee	\$75.00
 <b>Other</b>	
Duplicate License (Wall Certificate)	\$10.00
Duplicate License (Wallet Card)	\$10.00
Verification Letter to another State	\$15.00
Listing of Vets or Vet Techs in KY	\$15.00 (Per list)

## **Veterinary Questions**

### *1. What documentation do you require for licensure as a Veterinarian?*

The following items are required for licensure:

1. Application Form
2. Wallet Sized Photo
3. Copy of diploma or certified transcript
4. Appropriate Fees
5. Original NBE and CCT scores from VIVA (if Applicable)
6. NAVLE score
7. If licensed in another state, a letter of good standing, or verification from that particular state board.

You can download an application form at this location:

<http://finance.ky.gov/NR/rdonlyres/6324F8F0-04B1-4546-BB05-7D9F00B4B172/0/ApplicationforVetLicense.pdf>

### *2. How many CEUs am I required having prior to renewing my license?*

You are required to obtain 30 CEUs per renewal period. Keep in mind that Veterinarian's renew every other year.

### *3. I am currently seeking licensure in another state, and they require a letter of verification from your office. What do I need to do?*

Submit a letter requesting the verification. Please include the address, and name of the board the letter is to be sent to. A fee of \$15.00 is required per verification. All checks should be made out to the Kentucky State Treasurer. Once you submit the request, a letter will be sent out within five business days.

### *4. I am a NAVLE candidate, and am interested in seeking licensure in Kentucky. What do I need to submit to your office prior to taking my test?*

In order of getting on the Kentucky roster for testing, you need to have an application for licensure on file, the initial licensure fee, and a letter from your school stating that you are a student in good standing. Please be aware that the NAVLE organization also requires that you be registered through them as well.

### *5. I have previously taken the NAVLE, and was unable to obtain a passing score. Does Kentucky offer a temporary license for candidates who are scheduled to re-take the exam?*

A temporary licensed may be issued to a qualified candidate who is scheduled to re-take the NAVLE exam. This requires an additional fee of

\$50.00, and a letter of recommendation from the licensed Veterinarian who will be supervising the candidate. Please note that a veterinarian in possession of a temporary permit must work under the direct supervision of a licensed Veterinarian. The special permit shall expire the day after the notice of results of the first examination given after the permit was issued.

6. *I feel that I have been mis-treated by a veterinarian, and would like to file a complaint. What do I need to do?*

1. Fill out and complete a complaint form. For a print out form, you can download it at this location:

<http://finance.ky.gov/NR/rdonlyres/E76F1176-862A-4F02-BE4A-506AC4436647/0/complaintform.pdf>

If you have Microsoft Word, you can download the E-Form that allows you to type in your information. Please note that after you complete the form, you will need print it out, sign it, and send it to the board office. You can download the E-Form from this location:

<http://finance.ky.gov/NR/rdonlyres/364E4EF6-5194-4402-B21F-D54B05DB6210/0/NewComplaintForm.doc>

2. Mail the form to:  
Kentucky Board of Veterinary Examiners  
PO Box 1360  
Frankfort, KY 40602
3. Once the board receives your complaint, a certified letter will be sent to the Veterinarian in question. He / She will be given 20 days to respond to your complaint. They must also submit copies of the medical records for the patient.
4. After the above information has been received by the board office, the Veterinary Examiners will review your complaint and the response at the next scheduled board meeting.

Please be aware that the complaint process can sometimes be a lengthy one. The board will keep you up to date with all actions taken during the complaint process.

7. I am interested in taking a class to be used as continuing education for my renewal. How do I seek approval of this class as approved continuing education?

1. Complete the "Continuing Education Approval Form" which can be downloaded here:  
  
<http://finance.ky.gov/NR/ronlyres/EEA61BBD-7EDC-4E6E-B62B-8B4438BE874F/0/ceapprovalform.pdf>
2. Mail the form to:  
Kentucky Board of Veterinary Examiners  
PO Box 1360  
Frankfort, KY 40602
3. Your request will be reviewed at the next regularly scheduled board meeting. You will be made aware of the board's decision shortly after.

### **Veterinary Technician Questions**

1. *What documentation do you require for licensure as a Veterinary Technician?*

The following items are required for licensure:

1. Application Form
2. Appropriate Fees
3. Current wallet sized photo
4. VTNE scores transferred from the Professional Examination Services
5. Copy of diploma or certified transcripts

Please note that the back of the Vet Tech application form must be signed and notarized. You can download the application form at this location:

<http://finance.ky.gov/NR/ronlyres/32E4C156-6C2A-4541-BEB8-56FB1528E41B/0/app.pdf>

2. *I am interested in taking the VTNE through the Kentucky Board. What do I need to do to register for the exam?*

Your file for licensure as a Veterinary Technician must be complete prior to taking the VTNE. (See requirements in #1 above.) If you are taking the test a second time, you must re-submit the application for licensure, and the testing fee. You are not required to re-submit the initial licensing fee.

3. *How many CEUs are you required to have per renewal period?*

A Veterinary Technician is required to obtain 6 hours of continuing education prior to renewing his/her license.

4. *I am currently seeking licensure in another state, and they require a letter of verification from your office. What do I need to do?*

Submit a letter requesting the verification. Please include the address, and name of the board the letter is to be sent to. A fee of \$15.00 is required per verification. All checks should be made out to the Kentucky State Treasurer. Once you submit the request, a letter will be sent out within five business days.

### **Animal Control Agency Questions**

1. *How do I determine whether or not I need a license?*

If you are performing euthanasia on animals, and are not using a licensed veterinarian to perform the procedures, then you must be licensed as an animal control agency. Also, you must have a licensed euthanasia specialist performing the work for you.

Please note that agencies that are using licensed Veterinarians to perform euthanasia are exempt from licensing requirements, however, we must have the agency name, and veterinarian on file at the board office.

2. *What is required for licensure?*

1. You must complete and submit the application for licensure which can be downloaded at this location:  
<http://finance.ky.gov/NR/rdonlyres/13E7BCBD-DB5A-4628-AECC-F358DA28E5B5/0/animalcontrolapp.pdf>
2. Submit the initial licensure fee of \$50.00.
3. Once the above information has been received, an investigator from the board of examiners will schedule a time for an inspection with you.
4. You must submit proof of registration as a practitioner and designated "animal shelter" on the appropriate DEA form.

## **Euthanasia Specialist Questions**

### *1. What is required for licensure as a Euthanasia Specialist?*

1. Completion of the animal euthanasia specialist application.  
You can download the form at this location:

<http://finance.ky.gov/NR/rdonlyres/0293F4B3-A63A-423C-985B-22353A12A6B5/0/euthanasiaapp.pdf>

2. Payment of the \$50.00 licensure fee.
3. Copy of your high school diploma or GED.
4. Verification of completion of sixteen (16) hours of a Board approved euthanasia training program.

Please note that the agency you work for must also be licensed as an animal control agency through the Board of Veterinary Examiners. If you terminate your employment, or are terminated from, you are no longer able to perform euthanasia on animals, until you gain employment from another licensed animal control agency.